

# Air National Guard CY2023 Enlisted Development Opportunities

---

Page 2: Announcement

Page 3: Application Procedures

---



# ANNOUNCEMENT

**ANNOUNCEMENT NUMBER:** 2023-999

**OPEN PERIOD:** 1 May – 20 July 2022

**INTERNAL SUSPENSE:** State submission processes vary. Contact local leadership for state routing process/suspense.

**COURSES AVAILABLE:**



GATEWAY, NDU  
Int'l NCO Ldrshp Development (INLEAD)  
USCG Chief Petty Officer Acad. (CGPOA)  
USMC Staff NCOA Advanced Course  
USN Senior Enlisted Academy(USNSEA)



Leadership Development for Squadron Command  
Int'l NCO Ldrshp Development (INLEAD)  
Reserve Comp. Nat'l Sec. Course (RCNSC)  
USN Senior Enlisted Academy(USNSEA)



Continuous Process Improv. Exec. (CPIE)  
Enterprise Perspective Seminar (EPS)  
Group Superintendent Course  
Impact Immersive Experience  
Leadership Development Course (LDC)  
Nat'l & Int'l Security Ldrshp Seminar (NISLS)  
Regional Seminars (RS)  
Strategic Mindset Seminar (SMS)  
Gettysburg Leadership Exp. (GLE)

*\* This announcement is available to MSgts -CMSgts, with the exception of Command Chiefs. All Command Chiefs should apply for developmental opportunities through the E9 bench (POC: NGB/SL). Additional information on development courses are in the CY23 Enlisted Development Opportunities Portfolio located at: <https://usaf.dps.mil/sites/13644/SitePages/Latest-Announcements.aspx>*

*\*\* Courses are subject to change; this includes, but not limited to: availability, location, and consideration for additional opportunities throughout the calendar year.*

**Application Procedures:** Applicants **MUST** follow the application requirements specified in this announcement - do not use any other application procedures. NGB/HRT will provide submission instructions to Joint Force Headquarters (JFHQ). Applicants are encouraged to review the CY23 Enlisted Development Opportunities Portfolio located at:  
<https://usaf.dps.mil/sites/13644/SitePages/Home.aspx>

**Qualification and Selection:** Selected individuals will be identified on the CY23 Development Selection Memorandum, which will be distributed to The Adjutants General (TAG), Directors of Staff (DoS) and State Command Chiefs. NGB/HRT will issue training line numbers (TLNs) for those individuals. Applicants not identified on the selection memorandum may be considered alternates and will be contacted by NGB/ HRT if seats become available.

**Funding:** All development opportunities are subject to availability of funds and some courses are unit funded. Funding for the various courses can be found in the CY23 Enlisted Development Opportunities Portfolio located at <https://usaf.dps.mil/sites/13644/SitePages/Home.aspx>.

- Timeline:**
- Spring: Announcement distributed to TAGs/DoS/State CCMs
  - Summer: JFHQ submits applications and stratification memos to NGB/HRT
  - Fall: Panels convene, applications reviewed, selectees placed
  - Winter: Selection memo sent to TAGs/DoS/State CCMs; TLNs issued

# APPLICATION PROCEDURES

---

Applicants must adhere to the below procedures. Do **not** include any other endorsements, letters of recommendations, or other extraneous documents. All application announcements and templates (Letter of Intent, Wing CC/Director or Designated Rep Endorsement Letter, TAG Endorsement) can be found at: <https://usaf.dps.mil/sites/13644/SitePages/Home.aspx>

**A. Application Worksheet:** Complete in its entirety.

**B. Letter of Intent:** Limit to one page, Times New Roman, 12 font.

**C. Endorsement Letter:** Limit to one page, Times New Roman, 12 font.

**D. Resume (combined military and civilian):** Limit to two pages.

**E. vMPF Record Review/Update** (all pages): Must be no more than 60 days old at the time of submission. Data Verification Briefs (DVB) or RIPs from MilPDS **WILL NOT** be accepted. Applicant must ensure their personnel information is correct in vMPF, to include civilian degrees, PME completion, etc. ***This file is the official source the panel will use to review your record.***

**F. myFitness Report with Full History:** Must reflect current, passing score, as of the application date. Selected candidates may be required to provide an updated fitness printout prior to course start date.

**G.** All documents are to be combined, in the order listed (A-F), into one PDF doc – not Portfolio format.

**H. PDF Filename – follow exactly:** 2023-999-Last Name, First Initial, Middle Initial, Rank-State Abbreviation; example: 2023-999-SmithJD, SMSgt-MN

**I.** Send to your Joint Force Headquarters (JFHQ) for submission to NGB/HRT. ***JFHQ is the POC for your application status. JFHQ will be required to submit all applications along with a Stratification memorandum.***

Direct questions to the NGB/HRT Org-Box: [NGB.HR.ANG.Force.Development.Org@us.af.mil](mailto:NGB.HR.ANG.Force.Development.Org@us.af.mil)